2 HOW TO PREPARE PERSONNEL/POSITION ACTIONS VIA TYPED OR EXPRESSED

There are two methods of preparing P-1s:

1. P-1 is typed at the agency, or
2. P-1 is Expressed from the agency.

If you must type a P-1, always use the most current revised P-1 since it is referenced in the Personnel Regulations.

We encourage all agencies to use the P-1 Express System whenever possible. It is a lot faster and the chance of typographical errors is virtually eliminated because of our on-line edits.

We realize, however, that some actions cannot be Expressed, such as back-dated board actions, when there are several P-1s per employee, or in-grade promotions, etc. These types of actions have to be typed.

If the action has to be typed, the following steps will help you:

1. You should have the **most recent** turnaround P-1 on the employee or the position that you are wanting to make a change to. Remember if you do not have the **most recent** P-1, you must type the P-1 in its entirety, providing name, ss#, etc. This means typing in the "To" information along with the "Next" information. The "Next" line on the P-1 can be explained best by describing how the overall processing system works. The reason "Next" is needed is to allow you to use the same P-1 last approved by Personnel to submit a new action. You do not have to retype the information that won't change. In other words, you would type on the "Next" line only the information that is to be changed.

2. For every filled position, there is an Employee File and a Position File. Select <u>one</u> of the three boxes at the top of the P-1: Employee Only, Employee and Position, or Position Only.

    A. Employee Only means that you are accessing the Employee File and that there is no activity happening to the Position.

    B. Employee and Position means the incoming action is changing the Employee File and the Position File.

    C. Position Only means that the position is vacant and this particular action will access the Position File.

3. Type <u>only</u> those fields on the "Next" line that are required for the particular nature of action code you have selected. If you type more than is needed, you could be typing incorrect information, which means the P-1 would be returned to you to be corrected, which will slow down the processing of your action.

4. After preparing the P-1, check the list of documents that may need to accompany the P-1, found in Chapter 2--How to Prepare Personnel/Position Actions.

5. Be sure the P-1 has been signed by the appointing authority or designee before submitting it to the Personnel Cabinet for processing.

If you Express the P-1, once you have entered the Key information, the Express P-1 will have the "From" data, and all you enter is the required information (indicated by *) for this particular nature of action code.

If you are not sure what documentation is required for this particular P-1, press the PF4 key, and it will instruct you as to what documentation will need to be submitted for this P-1. For more information on express P-1s, see Creating and Sending P-1s to the Personnel Cabinet Electronically.

2.1   The P-1 Form.

The next page consists of an example of the front and back of the P-1 form. Before explaining how the system works, we will list the key ways this form operates.

- The boxes at the very top of the form are to allow you to use the document for either a personnel or a position action, or both.

- The nature of action box (item 13) will be completed by the requesting agency based on a list of action codes contained in section 2.3. By using these codes you will be able to enter up to four types of allowable actions on the same document.

Form No. P-1
Revised 08-04
Personnel Cabinet

COMMONWEALTH OF KENTUCKY
REQUEST FOR PERSONNEL • POSITION ACTION

See reverse side for explanation of codes

date typed

☐ Employee Only

☐ Emp. _____
& Pos.

Cabinet/Department | Social Security Number | Effective date

☐ Pos. _____
Only

dual code | Position Number | Effective Date

	1. last name	2. first name	3. middle initial	dual code	4. social security number	5. racial origin code	6. sex codes
01	From:						
	To:						
	Next:						

	7. apt., ste., or apt box #	8. st., rural / rte., or p.o. box	9. home city	10. home state	11. home zip code
02	From:				
	To:				
	Next:				

	12. effective date	13. nature of action code	14. description of action
03	From:		
	To:		
	Next:		

	15. position number cabinet - department - division - branch - section - unit - serial	16. class code	17. abbreviated class title	18. home county code	19. home area code & phone number
04	From:				
	To:				
	Next:				

	20. increment date	21. promotional increase date	22. remarks	22. A. FLSA code	22. B. RET code
05	From:				
	To:				
	Next:				

	23. pay type code	24. pay grade	25. salary/rate	27. lump sum payment(s) YTD	28. emp stat code	29. full/ part code	30. emp merit code	31. pos merit code	32. fed fund code	33. date of birth (mm-dd-yy)
06	From:									
	To:									
	Next:									

	34. register number	35. weekend premium rate	36. previous state service	37. shift code	38. 2nd shift rate	39. 3rd shift rate	40. state tax code	41. local tax code	42. work week code	43. OT code	44. work county code	45. work area code & phone number
07	From:											
	To:											
	Next:											

	46. work street address	47. work city	48. work state	49. work zip code
08	From:			
	To:			
	Next:			

	50. cabinet	51. department	52. division
09	From:		
	To:		

APPROVALS FOR CURRENT REQUEST	APPROVALS FOR NEXT REQUEST		FOR PERSONNEL CABINET USE ONLY			
APPOINTING AUTHORITY OR DESIGNEE	DIVISION DIRECTOR	DATE	PROC	DATE	STAFFING SERVICES	DATE
DATE	APPOINTING AUTHORITY OR DESIGNEE	DATE	CLASS	DATE	NMER	DATE
PERSONNEL CABINET / SECRETARY	ADDITIONAL SIGNATURE IF REQUIRED	DATE	C & R	DATE	SEC. OFF	DATE
DATE	PERSONNEL CABINET / SECRETARY	DATE	REG	DATE	COMP.	DATE

PERSONNEL CABINET (NEXT ACTION) - WHITE

EXPLANATION OF CODES USED ON THE REVERSE SIDE OF THIS FORM

ITEM 5. Codes for racial origins defined by Federal Government

    0. - White
    1. - Black
    2. - Hispanic
    3. - Asian American
    4. - American Indian or Alaskan Native
    5. - Other

ITEM 6. Sex Code

    M - Male
    F - Female

ITEM 10. Home State Code. Codes for states not shown are in Personnel User's Manual.

    KY - Kentucky   IL - Illinois
    TN - Tennessee   VA - Virginia
    OH - Ohio   MO - Missouri
    IN - Indiana   WV - West Virginia

ITEM 22.A. FLSA Code

    0 - Non Exempt (Eligible for Overtime)
    1 - Exempt (Not Eligible for Overtime)

ITEM 22.B Retirement Code

    0 - No Retirement   4. - State Police
    1 - KERS   5. - Judicial I
    2 - Teacher's   6. - Judicial II
    3 - Hazardous   7. - Legislative

ITEM 23. Pay Type Code

    H - Hourly
    S - Salaried
    P - Per Diem

ITEM 28. Pay Employment Status Code

    A - Initial Probation   L - Non-Merit Serving Six Month Period
    B - Status   M - Non-Merit
    D - Emergency   Q - Interim
    I - Federally Funded Time Limit
    J - Probation Due to Promotion
    K - Detail To Special Duty

ITEM 29. Full/Part-time Code

    F - Full Time
    L - Part Time (less than 100 hours per month)
    I - Interim

ITEM 30. Employee Merit Status Code

    1 - Covered
    2 - Not Covered

ITEM 31. Position Merit Status Code

    1 - Covered
    2 - Not Covered

ITEM 32. Position Fund Source Code

    0 - General Fund
    1 - Road Fund
    2 - 100% Federal Fund
    3 - 100% Agency Fund
    4 - Combination Agency/Federal Fund

ITEM 36. Previous State Service Code

    Y - Yes
    N - No

ITEM 37. Shift/Weekend Premium Code

    10 - First Shift   50 - Weekend Premium
    24 - Second Shift   64 - Second Shift Weekend
    34 - Third Shift   74 - Third Shift Weekend
    44 - Shift Varies   46 - Varies Weekend

ITEM 40. State and Local Tax Code
& 41

    Refer to the Personnel User's Manual
    for a list of these codes.

ITEM 42. Work Week Code

    1 - 37.5 Hours
    2 - 40.0 Hours

ITEM 43. Overtime Status Code

    1 - No Overtime Pay Allowed
    2 - Comp Time at Time and Half
    3 - Overtime Pay Allowed

ITEM 18. Home County Code

ITEM 44. Work County Code

KENTUCKY COUNTIES AND THEIR CODE NUMBERS

Out-Of State 000

County	Code	County	Code	County	Code	County	Code	County	Code	County	Code
Adair	001	Carroll	021	Grant	041	Knox	061	Mason	081	Robertson	101
Allen	002	Carter	022	Graves	042	Larue	062	Meade	082	Rockcastle	102
Anderson	003	Casey	023	Grayson	043	Laurel	063	Menifee	083	Rowan	103
Ballard	004	Christian	024	Green	044	Lawrence	064	Mercer	084	Russell	104
Barren	005	Clark	025	Greenup	045	Lee	065	Metcalfe	085	Scott	105
Bath	006	Clay	026	Hancock	046	Leslie	066	Monroe	086	Shelby	106
Bell	007	Clinton	027	Hardin	047	Letcher	067	Montgomery	087	Simpson	107
Boone	008	Crittenden	028	Harlan	048	Lewis	068	Morgan	088	Spencer	108
Bourbon	009	Cumberland	029	Harrison	049	Lincoln	069	Muhlenburg	089	Taylor	109
Boyd	010	Daviess	030	Hart	050	Livingston	070	Nelson	090	Todd	110
Boyle	011	Edmonson	031	Henderson	051	Logan	071	Nicholas	091	Trigg	111
Bracken	012	Elliott	032	Henry	052	Lyon	072	Ohio	092	Trimble	112
Breathitt	013	Estill	033	Hickman	053	McCracken	073	Oldham	093	Union	113
Breckinridge	014	Fayette	034	Hopkins	054	McCreary	074	Owen	094	Warren	114
Bullitt	015	Fleming	035	Jackson	055	McLean	075	Owsley	095	Washington	115
Butler	016	Floyd	036	Jefferson	056	Madison	076	Pendleton	096	Wayne	116
Caldwell	017	Franklin	037	Jessamine	057	Magoffin	077	Perry	097	Webster	117
Calloway	018	Fulton	038	Johnson	058	Marion	078	Pike	098	Whitley	118
Campbell	019	Gallatin	039	Kenton	059	Marshall	079	Powell	099	Wolfe	119
Carlisle	020	Garrard	040	Knott	060	Martin	080	Pulaski	100	Woodford	120

Below is a list of the contents of each item on the P-1. Fields that are self-explanatory contain no further comment. The fields you must enter for a particular type of action are contained in Table 7.

The maximum number of characters you can use for a particular item is shown preceding each item. If you enter more characters than allowed, then the computer will drop the additional characters. The extra characters will not be included on Personnel's automated files and will not be printed on the turnaround P-1.

Space for the key information is provided at the top of the P-1 Form. To initiate an "Employee Only" or an "Employee and Position" type action, check the appropriate box and provide the Cabinet/Department number, the Employee's Social Security Number and the Effective Date of the action. To initiate a "Position Only" action, check that box and provide the full Position Number and Effective Date. **Only one box can be checked per P-1 form.** On "Employee and Position" type actions, only the Cabinet and Department number along with the Social Security Number (including dual code) and Effective Date will be required. The position number will be pulled from line four of the P-1 Form.

Table 1. Contents of P-1 Fields.

ITEM #	MAXIMUM CHARACTERS	ITEM DESCRIPTION
1.	17	**Last Name:** (of employee) Name designations such as Jr., III, Sr., are placed with the last name.
2.	12	**First Name:** (of employee)
3.	1	**Middle Initial:** (of employee)
4.	11	**Social Security Number:** Include hyphens.
5.	1	**Racial Origin Code:** Racial origin as defined by Federal Government 0=White, 1=Black, 2=Hispanic, 3=Asian American, 4=American Indian or Alaskan Native, 5=Other
6.	1	**Sex Code:** Use M for male, F for female.
7.	10	**P. O. Box #, Apt. #**
8.	20	**Home Street Address/Route Number:** of Residence (indicate house number).
9.	13	**Home City:** of Residence

ITEM #	MAXIMUM CHARACTERS	ITEM DESCRIPTION
10.	2	**Home State:** of Residence
11.	5	**Home Zip Code:** self-explanatory
12.	6	**Effective Date:** The date you are requesting this action to officially take place--MMDDYY. Example: January 15, 2000 is represented by 011500.
13.	12	**Nature of Action Code:** Enter at least one nature of action code, but not more than four. Each nature of action code must be three characters (thus, 3 characters times up to 4 codes=12 maximum characters).
14.		**Description of Action:** You must use the standard abbreviations described in the list of nature of action codes. For example, "Reclass" for any of the C1 actions, "Realloc" for any of the C2 actions, and so forth.
15.	22	**Position Number:** Include hyphens.
16.	4	**Class Code:** Four-digit numerical code assigned by the Personnel Cabinet to the Job Class.
17.	13	**Abbreviated Class Title:** The standard abbreviation of the Job Class assigned by the Personnel Cabinet.
18.	3	**Home County:** County of Legal Residence.
19.	10	**Home Area Code & Phone Number:** Optional.
20.	6	**Increment Date:** MMDDYY. Example: January 1, 2000 is 010100.
21.	6	**Promotional Increase Date:** Date an employee is eligible for probationary review and increase. MMDDYY
22.	40	**Remarks:** A free-form field for agencies to further describe a nature of action or place additional information. "Free-form" means you may use any characters you wish (alpha or numeric) as long as the total does not exceed 40.
22a.	1	**FLSA (Fair Labor Standards Act).** Determines whether the employee is eligible to receive overtime or not.
22b.	1	**Retirement.** Which retirement system the employee will contribute to.
23.	1	**Pay Type Code:** H=Hourly, S=Salaried, P=Per Diem
24.	2	**Pay Grade:** The pay grade assigned to the job classification.
25.	9	**Salary/Rate:** Actual salary assigned to employee. For salaried employees, indicate the monthly salary. For hourly, indicate the rate per hour. For per diem, enter the daily rate. For Interim, indicate hourly rate.
27.	9	**Lump Sum Payment(s) YTD:** ERA's only.
28.	1	**Employee Status Code:** This refers to the status of the employee within the position. These codes are on the back of the P-1.
29.	1	**Full/Part Code:** F=Full-Time Employment, P=Part-Time Employment less than 100 hours, I=Interim.
30.	1	**Employee Merit Code:** This identifies the merit status of the employee. 1=Covered (merit), 2=Not Covered (non-merit).
31.	1	**Position Merit Code:** This identifies the merit status of the position. 1=Covered (merit), 2=Not Covered (non-merit).

ITEM #	MAXIMUM CHARACTERS	ITEM DESCRIPTION
32.	1	**Position Fund Code:** This is used to identify state-supported (i.e., General Fund or Road Fund) positions. 0=General Fund (whole or part), 1=Road Fund (whole or part), 2=100% Federal Fund, 3=100% Agency Fund, 4=Combination of Federal and Agency Fund only.
33.	8	**Date of Birth:** Example is 12-31-50 (month, day, year). Include hyphens.
34.	6	**Register Number:** The number of the register certificate from which an employee is hired. This is only needed when a person is hired from the merit register or promoted from internal mobility.
35.	2	**Weekend Premium Rate:** Enter the rate (to 2 decimal places) to be used in calculation of weekend premium.
36.	1	**Previous State Service:** Y=Yes or N=No
37.	2	**Shift/Weekend Premium Code:** 10=First Shift, 24=Second Shift, 34=Third Shift, 44=Shift Varies, 46=Varies Weekend. 50=Weekend Premium, 64=Second Shift Weekend, 74=Third Shift Weekend.
38.	5	**Second Shift Rate:** Enter the rate (to 2 decimal places) to be used in calculation of shift differential.
39.	5	**Third Shift Rate:** Enter the rate (to 2 decimal places) to be used in calculation of shift differential.
40.	2	**State Tax Code:** KY is 18 or 05.
41.	2	**Local Tax Code:** This two digit code can be obtained from list found in the appendix. Example: Frankfort is 13.
42.	1	**Work Week Code:** 1=37.5 hours per week, 2=40.0 hours per week.
43.	1	**OT Code:** 1=No 1.5 Overtime, 2=Elected 1.5 Comp Time, 3=Elected 1.5 Overtime Pay.
44.	3	**Work County Code:** County of job location. These codes are on the back of the P-1.
45.	10	**Work Area Code & Phone Number:** self-explanatory. Optional.
46.	30	**Work Street Address:** The address, building and/or street address of the employee's regular work location (does not include agency). Optional.
47.	13	**Work City:** of job location. Optional.
48.	2	**Work State:** of job location. Two-character alphabetical code. Example: KY (Kentucky), CA (California), NY (New York). Same as abbreviations used by US Postal Service. Optional.
49.	9	**Work Zip Code:** of job location. Optional.
50.	60	**Cabinet:** Standard title as assigned by Governor's Office for Policy & Management. This is machine generated from the position number you enter, so you will never have to complete this item on any action.
51.	60	**Department:** Standard title as assigned by Governor's Office for Policy & Management. This is machine generated from the position number you enter, so you will never have to complete this item on any action.
52.	60	**Division:** Standard title as assigned by Governor's Office for Policy & Management. This is machine generated from the position number you enter, so you will never have to complete this item on any action.

Note: Many of these codes are found on the back of the P-1 document.

2.1.1   Example of Document Flow using an Abbreviated P-1

The following uses an abbreviated P-1 to explain the flow. First, assume that the last P-1 you did on Jane Smith was a name change from Jane Doe to Jane Smith. You have the original copy of that P-1 in hand and want to submit a reclassification. Here is how that would be done.

1.   The Agency begins with a P-1 that has the From and To information from a previous (name change) action. Note that the approvals on this previous P-1 are computer printed.

Note: The first three P-1s are the same document. All that changes is what is entered on the "Next" line and the signatures added on the right-hand side of each. The fourth is a newly printed P-1, used to start the process again.

From: Jane Doe	Clerk
To: Jane Smith	
Next:	

Approval of Current Request	Approval of Next Request
/s/ Agency	_____
/s/ Personnel	_____

↓

2.   The Agency prepares the reclassification by entering only the information to be changed, signs it on the "Approval of Next" side, and submits it to the Personnel Cabinet.

From: Jane Doe	Clerk
To: Jane Smith	
Next:	Sr. Clerk

Approval of Current Request	Approval of Next Request
/s/ Agency	/s/ Agency
/s/ Personnel	_____

↓

3.   The Personnel Cabinet receives and keypunches the changed information. At night, the P-1 is edited in our computerized system to make sure all the changing information is correct. If the P-1 passes through all of the edits, it will then be added to a "pending" file.

From: Jane Doe	Clerk
To: Jane Smith	
Next:	Sr. Clerk

Approval of Current Request	Approval of Next Request
/s/ Agency	/s/ Agency
/s/ Personnel	/s/ Personnel

↓

4.   The P-1 will then be routed (if need be) throughout the Personnel Cabinet for approval. (If denied, the P-1 is deleted from "pending" and returned.) Once approved, Personnel stamps the P-1 on the "Approval of Next" side. This P-1 (original) will be filed by Personnel.

5.   Personnel will print a new P-1, with the new From and To information, and return all copies to the agency. Agency begins the process again for any change using the original P-1 copy. Note also that the names of the Secretary of Personnel and agency official are printed by computer.

From: Jane Smith	Clerk
To:	Sr. Clerk
Next:	

Approval of Current Request	Approval of Next Request
/s/ Agency	_____
/s/ Personnel	_____

Table 2.   Information that will appear on the Turnaround P-1.

Below is a list of the contents of each item in the P-1 field. Each line of the P-1 is numbered 1 through 9. The fields of the P-1 are also listed. The information in parentheses tells you whether or not the information is retained in the system.

Note that if the information moves to the "From" line of the P-1, then it is retained as permanent information in the system.

If the action was for employee or employee and position and, the social security number with the dual code, the key information that will appear on the P-1 turnaround will be the Cabinet/Department and social security number. If the action was for position only, then the position number will be printed.

Note that the items in the Key Information that <u>will not</u> appear on the P-1 you receive back from the Personnel Cabinet is the type of action you had marked on your original P-1. The effective date will have moved off of the top line onto line 3 of the P-1, in field <u>12</u> on the "to" line.

LINE #	KEY INFORMATION	
	ITEM #	**LINE DESCRIPTION**
01	01	**Last Name** (will print on the "from" line).
	02	**First Name** (will print on the "from" line).
	03	**Middle Initial** (will print on the "from" line).
	04	**Social Security #** (will print on the "from" line).
	05	**Racial Origin** (will print on the "from" line).
	06	**Sex Code** (will print on the "from" line).
02	07	**P.O. Box #, Apt #** (will print on the "from" line).
	08	**Home Street, Address** (will print on the "from" line).
	09	**Home City** (will print on the "from" line).
	10	**Home State** (will print on the "from" line).
	11	**Zip Code** (will print on the "from" line).
03	*12*	**Effective Date** (Effective date on the "from" line will be the date of the last change of employment information/History. Information that will not print on the "from" line are Personnel Status Change).
	13	**Nature of Action Codes** (When entered on the "next" line, it will print on the "to" line.) This information <u>will not</u> print on the "from" line.
	14	**Description of Actions** (When entered on the "next" line, it will print on the "to" line.) This information <u>will not</u> print on the "from" line.

LINE #	KEY INFORMATION	
	ITEM #	LINE DESCRIPTION
04	15	**Position #** (will print on the "from" line).
	16	**Class Code** (will print on the "from" line).
	17	**Abbreviated Class Title** (will print on the "from" line).
	18	**Home County Code** (will print on the "from" line).
	19	**Home Area Code & Phone #** (not being used at this time).
	19	**Location/Crew** (used by Cabinet 35 only).
05	20	**Increment Date** (will print on the "from" line).
	21	**Promotional Increase Date** (When entered on the "next" line it will print on the "to" line. This information will not print on the "from" line).
	22	**Remarks** (When entered on the "next" line it will print on the "to" line. This information will not print on the "from" line).
	22a	**FLSA** (will print on the "from" line).
	22b	**Retirement** (will print on the "from" line).
06	23	**Pay Type Code** (will print on the "from" line).
	24	**Pay Grade** (will print on the "from" line).
	25	**Salary Rate** (will print on the "from" line).
	27	**Lump Sum** (will print on the "from" line).
	28	**Employment Status** (will print on the "from" line).
	29	**Full/Part Time Code** (will print on the "from" line).
	30	**Employee Merit Code** (will print on the "from" line).
	31	**Position Merit Code** (will print on the "from" line).
	32	**Position Fund Code** (will print on the "from" line).
	33	**Date of Birth** (will print on the "from" line).
07	34-42	These fields will print on the "to" line if action was an Appointment (A11), Re-instatement (A21), Re-employment (A31), Transfer-In (A41), Return from Leave Without Pay (S). Note that these fields will print only on the "To" line once with the above nature of action codes. They are not retained in the system.
	43	**OT Code** (will print on the "from" line).
	44	**Work County Code** (will print on the "from" line).
	45	**Work Area Code & Phone #** (not used at this time).
08	46-49	(Not used at this time).
09	50-52	(Will be printed on the "from" line by the Personnel Cabinet).

*The effective dates that are not considered "history" are for example: (M32) name change, (M36) birth date. These particular actions pertain to Personnel Status Changes. If there is another action submitted on the turnaround P-1 for a Reclass., and the previous action was a name change, the effective date that appeared on the "to" line for the name change will not move to the "from" line, since this information is not considered "history." The "to" line will show the Reclass.

.

2.1.2   Other Points About the P-1

Here are explanations that will resolve questions that may have occurred to you as you read the previous flow:

1. P-1s denied by Personnel may have to be retyped on a new form or re-expressed if the denial results in a change of information on the P-1. On some types of corrections, you will be able to avoid retyping the P-1.

2. The P-1 you submit requesting a change must be typed on the most recent turnaround P-1. If you do not have the most recent P-1, then you must type the P-1 in its entirety including the "To" information. Expressing the P-1 will eliminate you having to do extra typing.

3. All P-1s for appointments, reinstatements, re-employments and transfers-in will have to be typed in its entirety, since the Personnel Cabinet would not have the "From" information in its data bases. For these type of actions, the same would pertain for Express P-1s.

4. Once the P-1 has been approved, all the "From" information, and the <u>changed</u> "To" information will be printed on approved P-1s returned to you. The computer-generated P-1s will also contain the printed approvals of the agency and the Secretary of the Personnel Cabinet. When you submit a P-1 to the Personnel Cabinet, you will need to retain a copy of that action yourself.

5. No two history records can have the same effective date. For instance: If you have a reclass for 5-1 and the employee's increment date is 5-1, you must line the employee off of the increment list, submit the P-1 via Express, coding the increment and reclass together.